

# Redevelopment Program Coordinator

## *Classified Management*

**Tahoe City Commons Beach — Lakeside Trail project.**

*The annual salary for this position starts at: **\$68,714** Plus an attractive benefits package.*

*Estimated Total Compensation Package in first year: **\$101,542***

*See inside for details*

*This recruitment will be open until filled. To be included in the first screening, submit a completed application and responses to supplemental questions by **October 6, 2006.***



**Proposed Marina Parking Structure.**



# One of the Fastest Growing Counties in the State

Placer County is a wonderful place to live and work. Placer County's climate, geography, and historical richness contribute to its high quality of life. Stretching from the suburban outskirts of the Sacramento Valley to the mountains of the North Lake Tahoe region, quality of life in Placer County is truly the key to its attractiveness. The Placer County headquarters in Auburn is only 35 miles from Sacramento and 100 miles from San Francisco and Reno.

Placer County's growth rate continues to exceed that of California, the Bay Area and the greater Sacramento Area. In January 2005 Placer County had an estimated population of over 300,000 with an unincorporated population of 104,600. The incorporated cities include Roseville (102,200), Rocklin (50,500), Auburn (12,900), Lincoln (27,000), Loomis (6,200) and Colfax (1,800). The County's fast growing economy and diverse geography encompasses North Lake Tahoe, where tourism is the primary economic activity, and South Placer in the Sacramento metropolitan area, where high technology are the leading employers. The rapidly growing area of western Placer County, including the cities of Roseville, Rocklin and Lincoln, offers a variety of housing choices and suburban amenities including Sierra Community College, expansive shopping, multi-use sports complexes and various social and cultural activities. Several significant developments are being planned including both private and public universities.

## Recreational Activities

Placer County offers a wide variety of sports, recreational and leisure activities to satisfy the diverse tastes and interests of its residents and visitors. There are water sports of all types on crystal lakes which dot the County's landscape. White-water rafting and canoeing are available in the canyons of the American River's North and Middle Forks. Fishing is available for game fish ranging from trout to bass. Equestrian, mountain-bike, and backpacking trails run through hundreds of square miles of wilderness. Placer County is also home of a number of world-renowned ski resorts, including Squaw Valley, Alpine Meadows, Sugar Bowl and Northstar at Tahoe.

## County Government

The County employs approximately 3,000 employees and has an annual budget of approximately \$600 million. The County is governed by a five member Board of Supervisors elected by district for four-year, overlapping terms. There are six elected County officers and the Board appoints a County Executive Officer. The County has a proud tradition of being a progressive local government bolstered by a forward-looking County Executive Officer and progressive Board of Supervisors. The opportunity for personal and career growth abounds.



## *The Agency*

The Placer County Redevelopment Agency administers property tax increment, tax increment bond proceeds, CDBG, HOME, HELP and Affordable Housing Trust Funds. These sources presently total over \$14 million. Project areas include North Lake Tahoe, North Auburn, and the Sunset Industrial Area. Each of the three project areas has its own unique focus as follows:

- North Lake Tahoe – Stimulate economic growth for residents; enhance the visitor experience for tourists; improve the local housing stock; and provide workforce housing opportunities.
- North Auburn - Establish standards for core commercial development; support the expansion of existing businesses and the attraction of new commerce; and increase the inventory of affordable homeowners and rental units.
- Sunset Industrial Area - Develop required infrastructure and attract industry to expand the County's major industrial area.

The Placer County Redevelopment Agency is a team-oriented, cooperative place to work. We offer employees a flexible 9/80 work schedule. Our main office is located in North Auburn, and we are planning to expand with a field office in the beautiful North Lake Tahoe area.

## *The Position*

The Redevelopment Program Coordinator is responsible for planning, organizing, and supervising a comprehensive redevelopment program; coordinating related projects and agreements among the various County Departments, regulatory agencies, business associations, private sector and other state and federal agencies involved in economic and infrastructure related issues; performing the most complex project management; and supervising professional, technical, and clerical staff.

## *The Ideal Candidate*

In addition to meeting the minimum education and experience requirements below, the ideal candidate must be an excellent communicator with people of all walks of life and a professional who is experienced with redevelopment law, policies, and implementation and in managing professional work teams and overseeing project implementation from financing to construction. In addition, the ideal candidate will demonstrate experience recommending agency-wide objectives; guiding commercial development in the various redevelopment areas; and developing strong partnerships with developers, community members, and other public sector entities. The ideal Redevelopment Program Coordinator will demonstrate the ability to represent the Agency in a wide range of settings and possess the written and verbal skills to promote and develop the Agency's work program.



## Minimum Education And Experience

### Experience:

Four (4) years of professional experience in community development, planning, or a Redevelopment Agency involving planning, development, financing, negotiation, implementation and monitoring of development agreements and contracts with developers engaged in development and/or redevelopment projects. Two (2) of the four years of experience must have been in a lead or supervisory capacity.

### Training:

Bachelor's degree from an accredited college or university with a major in finance, economics, planning, public administration, or closely related field.

Relevant equivalent experience (performing the same or similar job requiring similar knowledge, skills, and abilities) may be substituted for the required education as determined by the Personnel Department.

Applicants receiving their degree outside the United States must submit proof of accreditation by a recognized evaluation agency.

### License/Certificate:

May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

A complete job description is available on the County's website at <http://www.placer.ca.gov/personnel/job-descriptions.htm> or upon request by calling (530) 886-4615.

## Relocation Expense Reimbursement

In certain instances, and upon approval by the County Executive Officer, up to 50% (or \$3,000 maximum) of direct relocation expenses may be reimbursed to new employees who relocate from other areas.

## Travel Reimbursement

Candidates residing outside the area who are offered an oral interview may be eligible, with prior approval, for travel reimbursement for expenses incurred when traveling to and from the interview.

## Compensation & Benefits

**Salary:** The monthly salary range for this unclassified management position is \$5,726 - \$6,960 (step placement negotiable) paid biweekly (26 pay periods annually). A longevity increase of 5 % is added to the salary after 5 years are obtained at top step. In addition, the County offers an attractive benefits package, which currently includes:

**Supplemental Compensation:** The County provides \$1,500 per calendar year in supplemental compensation to be utilized in the following ways: to pay for health and/or dental deductibles and co-pays, to pay for dependent care expenses, cash (this is considered taxable income), or in contributions to a 401 (k) plan.

**Annual Leave:** A competitive vacation and sick leave package and thirteen (13) paid holidays per year are provided. The County also provides management employees 72 hours of management leave to be used as time off or the hours can be cashed out. Additional hours of management leave are available based on annual salary multiplied by 4% less \$1,500 divided by the hourly rate of pay.

**Health, Dental and Vision Insurance:** Health coverage is available through CalPERS with the county paying a major portion of the cost for the employee as well as dependents. Health care benefits are also available in retirement. Dental and vision insurance are fully paid by the County for the employee; dependent dental and vision coverage is available.

**Life Insurance:** A fully paid double indemnity life insurance policy of \$50,000 is provided by the County for the employee, which converts to a \$25,000 policy upon retirement from the County with ten or more years of service. An accidental death policy of \$10,000 is also fully paid by the County.

### Retirement Plans:

Employees are covered by Social Security and the Public Employees' Retirement System (PERS). The County's PERS Retirement formula is 2.5% at age 55, Local Miscellaneous with the County paying 7.0% of the employee's 8.0% contribution, often called the PERS Pick Up. For Management employees, this contribution is reported to PERS as special compensation so that it is included in gross wages for calculating your benefits at retirement. Employees may contribute to both a 457 deferred compensation plan and a 401(k) plan.



## The Application Process

For more information, including a complete job description and application materials see the County's website <http://www.placer.ca.gov/personnel>, call the Executive Recruitment Department (530) 886-4615 or send an email to [execjobs@placer.ca.gov](mailto:execjobs@placer.ca.gov).

To be considered for this excellent career opportunity, please submit a completed application, resume, and responses to the supplemental questions to:

**Placer County Personnel Department  
Executive Recruitment  
145 Fulweiler Avenue, Suite 200  
Auburn, CA 95603**

## Estimated Total Compensation

**Based on current plans and rates. Benefits are subject to collective bargaining; plans and rates are subject to change. Figures have been rounded to the nearest whole dollar; actual figures may vary slightly.**

Estimated Total Compensation	Step 1	Step 2	Step 3	Step 4	Step 5	Longevity
Annual Salary	\$68,714	\$72,150	\$75,758	\$79,546	\$83,523	\$87,700
Supplemental Compensation	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Management Leave Cash Out	\$3,627	\$3,885	\$4,152	\$4,436	\$4,730	\$5,043
<b>Total Estimated Cash Compensation</b>	<b>\$73,841</b>	<b>\$77,535</b>	<b>\$81,410</b>	<b>\$85,482</b>	<b>\$89,754</b>	<b>\$94,242</b>
<b>Estimated County Paid Benefits</b>						
Blue Shield HMO - Family <small>Choice of 3 HMO and 2 PPO plans</small>	\$12,750	\$12,750	\$12,750	\$12,750	\$12,750	\$12,750
Delta Dental	\$604	\$604	\$604	\$604	\$604	\$604
VSP Vision	\$110	\$110	\$110	\$110	\$110	\$110
Management Life Insurance \$50,000 policy	\$186	\$186	\$186	\$186	\$186	\$186
PERS Retirement Contribution <small>(does not include additional EPMC)</small>	\$14,050	\$14,753	\$15,490	\$16,265	\$17,078	\$17,932
<b>Total Estimated County Paid Benefits</b>	<b>\$27,701</b>	<b>\$28,404</b>	<b>\$29,141</b>	<b>\$29,916</b>	<b>\$30,729</b>	<b>\$31,583</b>
<b>TOTAL ESTIMATED COMPENSATION</b>	<b>\$101,542</b>	<b>\$105,939</b>	<b>\$110,551</b>	<b>\$115,398</b>	<b>\$120,483</b>	<b>\$125,825</b>

## Supplemental Questions

Be sure to answer the following questions completely and accurately. Please limit your response to no more than two typewritten pages per question and include your name on each page submitted.

1. Describe your experience in planning, organizing, and supervising or assisting in the planning, organizing, and supervising of redevelopment agency related economic and infrastructure development projects and activities.
2. Describe two of your most complex new construction or rehabilitation projects or program management experiences. In your response, include a description of the aforementioned and detail the following:
  - Your role and responsibility;
  - The organizational scope and sponsor of the project;
  - The number of persons you supervised during implementation;
  - The project duration;
  - Agreements or negotiated terms you prepared;
  - Applications for financial assistance you prepared and received funding;
  - Problems or opportunities posed by any of the following: CEQA; NEPA; relocation; California Redevelopment Law; Davis Bacon; State Prevailing Wage; and/or California Laws on subdivisions, zoning, housing element, density bonus, local inclusionary housing, or employee housing;
  - Any use of tax increment bond finance; and
  - Whether the project was successful or not, and why.

Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is stated in the policy of Placer County that harassment is prohibited and that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring placement, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), and marital status. Please contact the Personnel Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

THE COUNTY OF PLACER HAS A NO SMOKING POLICY  
FOR ALL COUNTY FACILITIES.

## Examination Process

### TRAINING & EXPERIENCE RATING – 100%

Based upon responses to the supplemental questions, the applicant's education, training and experience will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicant ranking and placement on the eligible list.

Appointment to this position will be contingent upon successful completion of a post-offer/pre-employment physical examination and background investigation.

## Employees of Other Public Agencies

Placer County now offers an expedited process for qualifying certain applicants for interviews. Candidates currently employed, or employed within the last year, by a public agency operating under a personnel civil service or merit system may be eligible to be placed on a Public Agency Eligible List and certified as eligible for appointment to a similar job assignment without going through the examination process. For more information on the Public Agency Eligible List and to download forms, please visit our website at: <http://www.placer.ca.gov/personnel/pael.aspx>.

## PLACER COUNTY PERSONNEL DEPARTMENT

*Equal Opportunity Employer*

145 Fulweiler Avenue, Suite 200 • Auburn CA 95603  
Executive Recruitment Department: (530) 886-4615  
[execjobs@placer.ca.gov](mailto:execjobs@placer.ca.gov)  
Main Telephone: (530) 889-4060  
Job Line: (530) 889-4070  
[www.placer.ca.gov/personnel.aspx](http://www.placer.ca.gov/personnel.aspx)